

## **1802- PARKING OPERATIONS MANAGER**

### **NATURE OF WORK**

Performs work in the area of municipal parking operations. Responsible supervisory and technical work in the planning, designing, installation, maintenance, and/or enforcement of on-street and off-street parking regulations. Manages day-to-day activities within various disciplines of municipal parking operations. Responsibilities include: human resources issues, staffing deployment, equipment, maintenance, acquisition, procurement, training, budget preparation, and the accountability for revenues and expenses. Develops, implements, and updates policies and procedures to ensure consistent application of on-street and off-street parking operations and regulations.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Assigns operational staff (Municipal Service Workers I/II/III, Meter Repair Technicians I/II, and/or Parking Enforcement Specialists I/II) to routes/zones and assigns work order/tasks for timely completion.

Provides recommendation for hiring, disciplinary actions, and dismissals. Reviews approves employee time worked.

Trains first-line supervisors, evaluates performance. Reviews and approves time worked.

Establishes and maintains database of productivity.

Conducts analysis and prepares detailed reports outlining study findings in various technical areas specific to municipal on-street and off-street parking operations, and makes recommendations.

Prepares expense and revenue projection budgets, reviews and approves expenditures for parking operations and/or performs other administrative tasks.

Serves as liaison with other departments, enforcement, and regulatory agencies.

Meets with citizens, residents, and business owners to discuss parking needs and summarizes information for review. Represents the City at various community, business associations, and/or committees.

Responds to requests for information and produces correspondence, internal and external, regarding parking operation activities.

Performs related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of the basic principles, practices, and techniques of traffic and parking regulations.

Knowledge of supervisory and management techniques.

Knowledge of state, county, municipal laws, and local zoning ordinances pertaining to parking operations.

Knowledge of advanced arithmetic computations.

Ability to establish and enforce safety standards and/or safe operating procedures.

Ability to prepare clear and concise written reports.

Ability to communicate effectively both written and verbally.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public.

Ability to perform duties under sometimes adverse conditions, such as inclement weather, traffic fumes, and noise.

## **MINIMUM REQUIREMENTS**

Associate's degree in business or related field and experience in parking enforcement, parking operations, parking meter maintenance, or landscape maintenance. Experience may be substituted for education on a year-for-year basis.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone or personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, reaching, handling, carrying, and bending; no significant crawling, kneeling, climbing, sitting, pushing, and pulling. Must be able to lift up to 45 lbs.

## **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed with considerable latitude of independent judgment in the selection of work methods and procedures, and is subject to review for achieving departmental standards.

### **SUPERVISION EXERCISED**

Plans, assigns, and directs the work of responsible, skilled, semi-skilled, and unskilled employees, equipment operators, and work crews.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 2/99

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